

Search tips for obtaining data in FBMS Core Financials/CC:

After opening the Master Charge Card Table right click anywhere in the table and choose "search".
A pop-up box will appear.

Type in the data you would like to search for and hit the enter button or click the green checkmark. You can search for a person's card number, last name, first name, hierarchies, Org codes and several other values.

If after searching you pull up a large list you can narrow down that list by doing another search.
You can also sort columns of information.

Click on the heading of the column that you want to search, it will be highlighted, then choose "sort" from the FBMS toolbar.

You can choose to sort ascending or descending.